

North Carolina Cost Share Programs Review Summary
(May 2018)

County	<u>Transylvania</u>	Date of Previous Review/Report	<u></u>
District Staff Name(s)	<u>Jeff Parker, Joann McCall</u>	Date	<u>5/30/2018</u>
NRCS Staff Name(s)	<u></u>		
Division Representative(s)	<u>Lisa Fine</u>		
Additional Participants	<u></u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	Every 3 rd Thursday unless emergency requires change to schedule. 5:00 p.m.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Signs on the bulletin board near office and in another location in the building and on the website. Yes, it adheres to Open Meetings Law.		X			

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Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.				X	Applicants come in and Jeff schedules meetings with potential applicants to review potential resource concerns and determine solutions or alternatives. Once the solution is agreed upon a contract is written and a conservation plan is developed.		X			
Does the district provide technical assistance without cost share funds?				X	Yes.		X			
What type of technical assistance is provided without cost share funds?				X	Seeding information, soil sampling information, erosion control information. Jeff goes to check farms and gives advice on what they can do to help correct the issues. District does permitting information – streams, city permits, etc...		X			
Are applications reviewed and approved by the Board as a separate action item?				X	Yes.		X			
Are application motions/decisions recorded in the board minutes?				X	Yes.		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?				X	Not many incentives here. There is a spreadsheet here in order to track it if those practices take on interest here. New farmers coming in may try this more.		X			
Is your district using the self-certification for incentives form provided by the division?					Yes, the district did use the form.					

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If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	Haven't had that issue here because of small farms and knowing who the farmers are. Don't farm together here as much.		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	After the application is ranked and before the board meeting where the application is to be considered – this way the board can go ahead and approve the contract is the application is approved.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?	X				Have an in person meeting to discuss the rules and timelines. Also sends a letter to remind them of the timelines. Preconstruction meeting. Jeff will flag the BMPs out to make sure they are far enough off the bank and where the tanks should go. Commendation: the district goes through extra effort to make sure the cooperator understands their role and responsibilities of obtaining cost share for their farms.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Ranks with other applicants. Supervisors will hold off on taking funds until others are funded. Ranks them just like other applicants but they		X			


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					do hold off on funding them until the end sometimes. I made the district aware that they should fund the supervisor's contracts if they rank higher than any other applicants because the purpose is to fund the worse water quality/quantity issues first no matter who the applicant is.					
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes, it is documented.		X			
Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	Yes. Pass around and let each member look it over and ask questions and there is discussion. No. But they will consider it. They hand out copies of their spreadsheet that they go over at most board meetings.		X			
Are contracts reviewed and approved by the Board as a separate action item?				X	Yes.		X			
Are contract motions/decisions recorded in the board minutes?				X	Yes.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	Jeff writes a letter to inform them unless he is working directly with them in the field and he tells them then.		X			
What information do you provide the applicant?				X	The cooperators are sent a copy of all the information from the district's contract file – contract, assessment, designs,		X			



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					job sheets, maps,...					
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	District staff supervises construction and answers questions. Letter has already been sent about deadlines.		X			
How do you track the Commission’s interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?				X	Spreadsheet column with the date on it and when the date approaches Jeff calls them or goes there to see if an extension is necessary.		X			
If 1/3 of the work has not been completed within 12 months and the cooperator requests additional time, is the district recording 6-month extensions in the board minutes?				X	Yes, it is recorded in the minutes.		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?				X	Jeff has his “front page” form on contracts. Job approval forms, as built forms, check out sheets, changes are noted in red. Jeff signs off that it meets standards.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?	X				See above also. Commendation: the division commends the district for this process and tracking system. Jeff measures with a wheel when completed – he estimates on the county GIS maps during planning phase. As built or maps where measurements are written.		X			


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					Conservation Practice Data Sheet SCS form. Engineering form. Jeff uses a copy of the map and records the actual lengths of fencing and pipeline.					
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes.		X			
Are payment motions/decisions recorded in the board minutes?				X	Yes.		X			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	Yes. When its spot check time Jeff pulls them all and checks the date and there is a spreadsheet to use and they modify the list of potential waste BMPs. They use the big spreadsheet to make sure they get everyone.		X			
How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (See Spot Check Policies for each program)				X	Staff emails the Area Office engineer and he sets up a time to visit.		X			



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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation." How does your district notify individuals that have destroyed or mismanaged a BMP?				X	Haven't done one in a while. First attempt to contact is done by phone or face to face. Letters have also been sent to the cooperator.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	During the next board meeting.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes. If a letter has been done it is kept in the file.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Yes, a supervisor had to pay back. Charles Bryson had to pay back – actually his son had to pay it back.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes, the division has received letters about noncompliance.		X			

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Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	Staff compares their spreadsheet to the CS2 reports.		X			
Does your district meet the requirements set forth in the LGFCA (Local Government Fiscal Control Act)? (see district WIKI for compliance dates)				X	N/A - they do meet it through the County but don't get their funds directly.		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	County gets all the funds. The county does the audit through an outside CPA firm for TA, operating and matching funds. Done in November last year.		X			
Who in the office does work for Cost Share Programs?				X	Jeff Parker and Joann helps.		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	See above		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)				X	Yes. I received a copy. It is not the same version of JAA list that we have.		X			

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Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 88-2011-006 Applicant Name: George Lenze, Everett Farm of Pisgah Forest BMP: ag road repair stabilization 				X	No concerns with contract file. No concerns with BMP.		X			
Contract Number: 88-2013-004 Applicant Name: Dick Bragg BMP: mobile waste application system – compost spreader for fish mortality				X	No concerns with contract file. No concerns with BMP.		X			

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<p>Contract Number: 88-2018-002 (supplement to 88-2015-007) Applicant Name: Dick Bragg BMP: fencing, tanks</p> 				X	<p>No concerns with contract file.</p> <p>No concerns with BMP.</p>		X			

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Contract Number: 88-2013-501 Applicant Name: Tom Lewis BMP: stream restoration 				X	Some items such as the ranking form and field notes were missing from the contract file. However, all other contracts contained these items. No concerns with BMP.		X			
Contract Number: 88-2012-001 Applicant Name: Crystal Holden BMP: pasture renovation - drought				X	No concerns with contract file. No concerns with BMP.		X			

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Contract Number: 88-2014-801 Applicant Name: Harold Whitmire BMP: agricultural water supply/reuse pond 					X	No concerns with contract file. No concerns with BMP.		X			